

Frequently Asked Questions

- 1. Are employees who are on pre-approved leave eligible for the Pandemic Admin Leave?**
 - a. No. Ask yourself the question – If there were no admin leave available, would this employee have come to work?
- 2. Does pregnancy meet the criteria for the Pandemic Admin Leave?**
 - a. Yes
- 3. My employee feels anxious and uncomfortable coming to work. Is he/she allowed to take the Pandemic Admin Leave?**
 - a. Feeling anxious and/or uncomfortable does not meet the criteria. However, the employee may take his/her own personal leave, if approved by the supervisor.
- 4. Do employees accrue leave while coding the Pandemic Admin Leave?**
 - a. Yes
- 5. Are employees allowed to code Pandemic Admin Leave during the day to homeschool and then code OT/Comp Earned for hours worked later during the day?**
 - a. No. OT/Comp Earned should not be used to make up for time lost due to caring for members of the household or homeschooling. Flextime should be applied for such instances.
 - i. Example: Employee's normal work schedule is 8:00 – 4:30. Employee homeschooled from 8:00 – 2:30 and then worked from 6:00 – 9:30. Time should be coded as follows: 3.5 @ A101 (Regular Hours) and 4.5 @ L202 (Admin Lv – Pandemic)
 - b. OT/Comp Earned would only apply when an employee has been preapproved to do so and hours worked exceed the regularly scheduled hours.
- 6. My employee lives in a state that has issued a stay order. The employee is not designated as 'emergency services personnel'. Is he eligible for the Pandemic Admin Leave?**
 - a. Yes

Note: We will be providing guidance to departments for employees who are designated as 'emergency services personnel' in the event that the restrictions are further tightened.

Guidance

Employees who have traveled to other countries and are not able to gain re-entry into the United States are not eligible for the Pandemic Admin Leave.